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TO : Director of Training

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report No. 39  
20 to 27 September 1955

DATE: 30 September 1955

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I. SIGNIFICANT ITEMS

None.

II. OTHER ITEMSA. Projects under Preparation:

1. Revision of CIA
2. Revision of CIA
3. Revision of CIA
4. Revision of OTR procedure for securing annual training estimates
5. Draft revision of TR RM O-1, Glossary of Intelligence Terminology
6. OTR Regulation establishing a Speaker Index
7. OTR Regulation on the release of training materials to other components.
8. Plan for Training Section, Support Annex, to the Country Appendix, CS Cold War Plan
9. Plan for Training Annex, Country Plans, CIA Hot War Plan
10. Revision to Catalog of Courses

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B. Components Briefings for OTR Personnel

Twenty-three persons attended the special briefing conducted by the Office of Operations for OTR on 29 September. Next briefing for OTR will be on 6 October by OCR. Full schedule of briefings is given in OTR Notice 18-55.

C. DD/S TLO Meeting

This group held its monthly meeting on 20 September. Topics discussed were the new area programs, a new intensive course in French, the revised Operations Support and Operations Familiarization courses, a Conference Leadership Course, and the foreign language aptitude testing program. Minutes of the meeting will be distributed. Next meeting: 25 October

D. OTR/TSS Conference on Agent Assessment and Evaluation

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Representatives of the Office of Training and the Technical Support Staff, DD/P, met on 28 September 1955 to consider means by which the case officer may improve his assessment and evaluation of agents. Recognition

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was given to the fact that it is frequently impossible for the case officer to receive the assistance of professional psychologists or other specialists. The consensus of opinion was that assessment and evaluative techniques do exist, other than those employed by the psychologist, which may be entirely suitable for field use by the case officer. It was decided to establish a working group to identify and validate such techniques. This group will include memberships from the Clandestine Services, the Office of Training, and the Technical Support Staff, DD/P. Research and experimentation will be conducted under the direction and supervision of [ ] Chief, TSS. 25X1A

E. Preparation of Training Section to SR Division Country Appendix

The first of a series of meetings to be held with area divisions preparatory to beginning the Support Planning program schedule for this fall was held with SR Admin officers, 29 September 1955. The purpose was to familiarize the DD/S planners with the area division personnel with whom they will work. Initial problems of planning were discussed and arrangements were made for getting the support planning program underway.

F. OTR Members of CS Planning Systems

Following an organization meeting of DD/S representatives concerned with the support planning in the CS Planning Systems, these persons were designated as the OTR members of the several planning boards:

1. Mr. [ ] -Clandestine Services Planning Board
2. Mr. [ ] -OTR Hot War Planning Officers
3. Mr. [ ] -OTR Operations Support Planning Officer

G. Personnel Survey of PPS

Mr. [ ] has completed his audit of all positions, written new position descriptions, and submitted necessary documents in the Office of Personnel to record his recommendations. This action completes the position surveys in OTR which followed the recommendations of the Management Staff Survey of OTR.

III. Personnel

- A. Messrs. [ ] continue in training courses.
- B. Mr. [ ] reported for duty with the Plans Branch on 26 September.
- C. Mr. [ ] returned to duty after completing the CMT course.
- D. No replacement has been made available to fill Mrs. [ ] position during the period of her maternity leave. 25X1A
- E. Mr. [ ] conducted a lesson in the current Instructional Techniques course, Basic School.

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